


Authorizing Users

Only those with Application Coordinator IDs are authorized to access the FHA Connection ID Administration page. This page enables the Application Coordinator to access nonsecure information on a Standard User or backup Application Coordinator. This includes name, user type (Standard or Coordinator), e-mail address, organization name, and FHA application(s) authorization associated with the user's lender organization.

 *If secure information (Social Security Number, password, or mother's maiden name) needs to be changed, the user must contact the help line for assistance.*

An Application Coordinator may access the information by entering the Standard User's or Application Coordinator's FHA Connection ID or by entering the Standard User's or Application Coordinator's first/last name. In addition, information may be accessed by all IDs assigned, active IDs, or IDs assigned after a specified date. If more than one Standard User's or Application Coordinator's information is returned, the requesting Application Coordinator may select from a list of users.


An Application Coordinator may not change his/her own information. If the Application Coordinator's nonsecure information needs to be changed, he/she must request either the help line or the HUD Security Administrator to access the FHA Connection ID Administration page on his/her behalf.

When an FHA Connection user leaves the organization, the Application Coordinator must terminate the user's ID immediately upon termination of employment. The Application Coordinator may reinstate the terminated ID if the user resumes employment with the organization.


Granting Authorization Rights

To select an FHA Connection user ID for which to grant authorization rights:

1. Click the ID Maintenance button at the bottom of the page. The ID Maintenance menu page appears.

 *The ID Maintenance button is available on the following pages: FHA Connection menu, Single Family FHA menu, and Multifamily FHA menu.*

2. Click FHA Connection ID Administration. The FHA Connection ID Administration Request page appears.
3. Enter **only** one selection criterion, select your desired sort criterion, and click . The FHA Connection ID Administration List page appears.


 *If there are numerous user IDs for which to grant authorization rights, it is best to select By ID Status, Active IDs.*

FHA Connection ID Administration List

<u>Business Background</u>	<u>Steps for Processing</u>	<u>Field Descriptions</u>
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3 records were selected
Records 1 through 3 are displayed
(Page 1 of 1)

User ID	Name	Status	Coordinator	Title I ID	Title II ID	Service Bureau	Agency ID
M99999	JONES, MARTHA	Approved	YES		8012234445		
M11111	MADISON, JOHN	Approved	NO		8877665432		
M22222	CLARK, ANTHONY	Approved	NO		8890909099		

 *Refer to Help links at the top of each page for:*

- *Business Background (purpose, tasks performed, resources)*
- *Steps for Processing (detailed instructions on how to enter information and process ID changes)*
- *Field Descriptions (each field defined and listed alphabetically or in the order of appearance)*

- You may select one user ID at a time by clicking the link in the User ID column.
- On the FHA Connection ID Administration page, select **Change** in the **Indicate Action on FHA Connection ID** field.
- Grant the user ID the appropriate rights by clicking the corresponding check boxes and radio buttons for each right and click . A confirmation message appears.

 If you receive an error message, verify that you selected either the **Change** or **Terminate** option.

Terminating a User ID

To terminate the FHA Connection ID for a user that has left the organization or that should no longer access the FHA Connection:

- Click [\[ID Maintenance\]](#) at the bottom of the page.
- Click [FHA Connection ID Administration](#).
- Enter the user ID or name of the user to be terminated and click .
- Select **Terminate** in the **Indicate Action on FHA Connection ID** field.
- Verify that this is the correct user ID and click . A confirmation message appears.

Reinstating a User ID

To reinstate a user ID that has been terminated:

- Click [\[ID Maintenance\]](#) at the bottom of the page.
- Click [FHA Connection ID Administration](#).
- Enter the user ID or name of the user to be reinstated and click .
- Select **Reinstate** in the **Indicate Action on FHA Connection ID** field.
- Verify that this is the correct user ID and click . A confirmation message appears.

FHA Connection ID Administration			
Business Backround	Steps for Processes	Field Descriptions	
To update an FHA user ID, fill out the form below and click Send when you are through. Upon verification of the information below, the user ID will be updated. And remember: Warning: Misuse of Federal information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage or destruction of information residing on Federal Computers.			
Current Information on File:	User ID C00123	Status Approved	<input type="radio"/> Coordinator <input checked="" type="radio"/> Standard Issue Date 06/17/08
Indicate Action on FHA Connection ID:			
<input checked="" type="radio"/> Change <input type="radio"/> Terminate <input type="radio"/> Reinstate			
First Name:	JOHN		
Middle Initial:			
Last Name:	DOE		
Organization Name:	FIRST MORTGAGE CORP.		
Telephone Number:	[111] [111] [1111]		
Home Ownership Center (HOC):	HUC Headquarters		
Provide your e-mail address.			
• Include your e-mail user name, the @ sign and [servername.com/du/login/etc]. For example: jsmith@aol.com, jchaden@adv.org, M0884@prodigy.com			
E-mail Address: jhuc@			
If you would like to reset the password, please click on the link: Reset Password			
Choose your System Applications.			
• Please enter the appropriate ID(s) and click the corresponding box(es) to authorize access to the following FHA application (s). One ID must be entered and one corresponding application must be chosen.			
Title II Lender ID: _____ Service Bureau: _____			
Authorization for CHRMIS Applications: <input checked="" type="checkbox"/> Address Change <input checked="" type="checkbox"/> CAVRS Authorization <input checked="" type="checkbox"/> Case Query <input checked="" type="checkbox"/> Mortgage Insurance Certificate <input checked="" type="checkbox"/> Case Transfer <input checked="" type="checkbox"/> Refinance Authorization <input checked="" type="checkbox"/> Underwriter Registry <input checked="" type="checkbox"/> Underwriters <input checked="" type="checkbox"/> Origination Reports <input checked="" type="checkbox"/> MICROW List <input checked="" type="checkbox"/> Mortgage Performance Report <input type="checkbox"/> Client Management Call Center			
Appraisal Processing:		Case Number Assignment:	
<input checked="" type="radio"/> Add/Update <input type="radio"/> Query (Read-Only) <input type="radio"/> Not Authorized		<input checked="" type="radio"/> Add/Update <input type="radio"/> Query (Read-Only) <input type="radio"/> Not Authorized	
Insurance:		Inspector Processing:	
<input checked="" type="radio"/> Insuring Authorization <input checked="" type="radio"/> Add/Update <input type="radio"/> Query (Read-Only) <input type="radio"/> Not Authorized		<input checked="" type="radio"/> Add/Update <input type="radio"/> Query (Read-Only) <input type="radio"/> Not Authorized	
Non-Profit:		201K Case Close-Out:	
<input checked="" type="radio"/> Add/Update <input type="radio"/> Query (Read-Only) <input type="radio"/> Not Authorized		<input checked="" type="radio"/> Add/Update <input type="radio"/> Query (Read-Only) <input type="radio"/> Not Authorized	
201K Consultants:		Mortgage Credit Reject:	
<input checked="" type="radio"/> Add/Update <input type="radio"/> Query (Read-Only) <input type="radio"/> Not Authorized		<input checked="" type="radio"/> Add/Update <input type="radio"/> Query (Read-Only) <input type="radio"/> Not Authorized	
Appraiser Review Authorizations			
HOC Branch Chief:		Data Manager:	
<input checked="" type="radio"/> Add/Update <input type="radio"/> Query (Read-Only) <input type="radio"/> Not Authorized		<input checked="" type="radio"/> Add/Update <input type="radio"/> Query (Read-Only) <input type="radio"/> Not Authorized	
Desk Reviewer:		Rater:	
<input checked="" type="radio"/> Add/Update <input type="radio"/> Query (Read-Only) <input type="radio"/> Not Authorized		<input checked="" type="radio"/> Add/Update <input type="radio"/> Query (Read-Only) <input type="radio"/> Not Authorized	
Field Review Contact GTR/GTM:		Field Reviewer:	
<input checked="" type="radio"/> Add/Update <input type="radio"/> Query (Read-Only) <input type="radio"/> Not Authorized		<input checked="" type="radio"/> Add/Update <input type="radio"/> Query (Read-Only) <input type="radio"/> Not Authorized	
Approach Scheduler:			
<input checked="" type="radio"/> Add/Update <input type="radio"/> Query (Read-Only) <input type="radio"/> Not Authorized			
Authorization for Lender Approval Applications: <input checked="" type="checkbox"/> Add Branch <input checked="" type="checkbox"/> Terminate Branch <input checked="" type="checkbox"/> Update Branch <input checked="" type="checkbox"/> Query Branch <input checked="" type="checkbox"/> Update Institution <input checked="" type="checkbox"/> Query Institution <input checked="" type="checkbox"/> Update Sponsor Relations <input checked="" type="checkbox"/> Query Sponsor Relations <input checked="" type="checkbox"/> Update Authorized Agent <input checked="" type="checkbox"/> Query Authorized Agent			
Authorization for Monthly Premiums Applications: <input checked="" type="checkbox"/> Portfolio <input checked="" type="checkbox"/> Billing <input checked="" type="checkbox"/> Reconciliation <input checked="" type="checkbox"/> Lender Notification <input checked="" type="checkbox"/> Advance Notices <input checked="" type="checkbox"/> Rebuild Transaction <input checked="" type="checkbox"/> Case Detail <input checked="" type="checkbox"/> Reallocation Transactions			
Authorization for Home Mortgage Disclosure Act Applications: <input checked="" type="checkbox"/> File Transfer			
Authorization for Delinquent Loans Applications: <input checked="" type="checkbox"/> Delinquent Loan Reporting Registration <input checked="" type="checkbox"/> Delinquent Loan Reporting <input checked="" type="checkbox"/> Delinquent Loan Status Request <input checked="" type="checkbox"/> Transaction Set R24 Advice Notices <input checked="" type="checkbox"/> Active Default Case Query			
Authorization for Mortgage Record Changes Applications: <input checked="" type="checkbox"/> Transfers <input checked="" type="checkbox"/> Assumptions <input checked="" type="checkbox"/> Terminations <input checked="" type="checkbox"/> Case Inquiry			
Authorization for Claims Processing Applications: <input checked="" type="checkbox"/> Claims Status <input checked="" type="checkbox"/> Title Approval <input checked="" type="checkbox"/> Claim Input			
Authorization for SFPCS Applications: <input checked="" type="checkbox"/> Case Summary <input checked="" type="checkbox"/> Payment Details <input checked="" type="checkbox"/> Case History <input checked="" type="checkbox"/> Refund Details <input checked="" type="checkbox"/> Penalties Due <input checked="" type="checkbox"/> Refinance Exceptions <input checked="" type="checkbox"/> Unrendered Cases <input checked="" type="checkbox"/> Disbursed Refunds			
Authorization for Neighborhood Watch Applications: <input checked="" type="checkbox"/> Summary Data <input checked="" type="checkbox"/> Loan Details			
Authorization for Home Equity Conversion Mortgage Reports Applications: <input checked="" type="checkbox"/> Query Reports			
Authorization for Underwriter Review System Applications: <input checked="" type="checkbox"/> Box Loading <input checked="" type="checkbox"/> Box Receipt <input checked="" type="checkbox"/> Underwriting Report Data: Supervisory <input checked="" type="checkbox"/> Box Complete <input checked="" type="checkbox"/> HOC Box Receipt Lender Letter & Response: Update <input checked="" type="checkbox"/> Contractor Maintenance			
Authorization for TOTAL Scorecard Applications: <input checked="" type="checkbox"/> Emulator			
Authorization for Multifamily Delinquency and Default Reporting Applications: <input checked="" type="checkbox"/> Point of Contact <input checked="" type="checkbox"/> Data Submission			
Authorization for Physical Assessment Subsystem Applications: <input checked="" type="checkbox"/> Scheduler <input checked="" type="checkbox"/> Single Family REO Inspection			
Authorization for Lender Assessment Subsystem Applications: <input checked="" type="checkbox"/> Office of Lender Activities			
Title I Lender ID: _____			
Authorization for Title I Applications: <input checked="" type="checkbox"/> Report Single Loans <input checked="" type="checkbox"/> Report Single Refinances <input checked="" type="checkbox"/> Report Multiple Loans <input checked="" type="checkbox"/> Claim Inquiry <input checked="" type="checkbox"/> Download Bills			
Authorization for Lender Approval Applications: <input checked="" type="checkbox"/> Add Branch <input checked="" type="checkbox"/> Terminate Branch <input checked="" type="checkbox"/> Update Branch <input checked="" type="checkbox"/> Query Branch <input checked="" type="checkbox"/> Update Institution <input checked="" type="checkbox"/> Query Institution <input checked="" type="checkbox"/> Update Sponsor Relations <input checked="" type="checkbox"/> Query Sponsor Relations			
Authorization for Home Mortgage Disclosure Act Applications: <input checked="" type="checkbox"/> File Transfer			
Authorization for Credit Alert Interactive Voice Response System Applications: <input checked="" type="checkbox"/> CAVRS Pre-Screen			
<input type="button" value="Send"/> <input type="button" value="Reset"/>			